

TRAINING

KEY QUESTIONS TO ANSWER

- What do I want this employee to be able to do when the training is completed (what is the performance gap)?
- Am I sure that training is the solution or part of the solution to the performance gap? How do I know?
- Is the timing of the training appropriate? (Will this person be able to use the skills/knowledge immediately?)
- How will I prepare this employee for the training?
- Is the training consistent with the individual and group developmental plans?
- Is the method of training we plan to use appropriate?
- What methods do we have in place that will ensure that the employee will be able to apply what he/she learned when they complete the training? (Coaching? Feedback? Mentor? Job Aids?)

